

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
June 21, 2005***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, June 21, 2005, in the Administration and Student Affairs Building Board Room, beginning at 11:30 AM. In attendance:

Board Members

Wayne E. Alter, Jr.
Guy Altieri, Secretary / President
Carolyn W. Brooks
Pamela Christoffel
Anton T. Dahbura, Vice-Chair
Merle S. Elliott, Chair
Margaret E. Hetzer

Others

Anna Barker – Dean of Administration and Finance
Patricia Cushwa – Former Trustee
Jennifer Fisher – Director, Admissions, Records, and Registration
Carole Richardson – Director of Instruction
Barbara Roulette – Recording Secretary
Donna Rudy – Dean of Student Affairs
Michael Seger – Director, Human Resources
Lexi Shingleton – President, SGA
Elizabeth Stull – Director, Public Information / Government Relations
Spring Ward – Chair, Faculty Assembly

Call To Order

Mr. Merle S. Elliott, Chair, presided and convened the regular meeting at 11: 57 AM.

Luncheon Discussion

In appreciation for her dedication and service to the College, Chair Elliott presented several gifts and a Board-approved Resolution to former Trustee Patricia Cushwa. He expressed the Board's best wishes for her continued success in her new appointment to the Federal Parole Board. Ms. Cushwa regretted that her appointment required her to resign from the College's Board of Trustees, but said there is a possibility she could participate in specific projects on an ad hoc basis.

Proposal to Adjourn to Executive Session

Mr. Alter moved to adjourn to Executive Session to discuss personnel matters. Dr. Dahbura seconded, and the motion carried by unanimous vote.

Re-convene Regular Session

Following adjournment of the Executive Session, Chair Elliott re-convened the regular session at 1:22 pm.

Approval of Minutes (May 24, 2005 Executive and Regular; June 8, 2005 Executive and Regular) (ACTION)

Mr. Alter moved to approve all minutes with the provision that the fund balance portion of the June 8, 2005 Executive Minutes be revised. Ms. Brooks seconded the motion with the provision, and the motion carried by unanimous vote.

Report from Campus Groups

Faculty Assembly

Ms. Ward summarized faculty summer activities, which include teaching, graduate studies, and independent research. She said that a group of faculty leaders recently had a very productive working retreat at Martha's Vineyard, where they drafted the first steps toward a Division Chair/Director Handbook, which could evolve into a Faculty Academic Procedures Manual. A Faculty/Presidential Retreat is scheduled for August 5, 2005.

Student Government Association

Ms. Shingleton gave a summary of activities planned for the SGA Officers Retreat on July 29 – 31, 2005 at the Hershey Hotel. Discussions include leadership training, time management, and Roberts Rules of Order. Retired SGA Officers will speak as well. Additional SGA events include the Lollipopalooza on August 21st and New Student Orientation.

President's Report

GED Graduation

The president reminded everyone of the GED Graduation to be held in the Kepler Theater on June 22, 2005 at 7:00 PM. He asked that Trustees arrive in the ASA board room around 6:30 pm in order to robe and walk to Kepler. Eighty-one students qualify for graduation and 39 are attending the ceremony. The event is always well attended by family and friends of the graduates.

Board Briefing Summary

In highlighting various aspects of the Board Briefing Summary, President Altieri said that Board Chair Elliott has agreed to write a piece for the Community Report, which should be mailed to homes in early September; the Loop Road bids should be in as early as August; and the exterior wood on the Kepler Theater has all been removed and replaced with stone masonry, which is an improvement both in aesthetics and durability.

Small College Funding

Size Factor Funding, which is part of the John A. Cade Funding Formula currently used in Maryland to determine funding ratios, has been a topic of discussion among the community colleges of Maryland. While the funding provides additional funds for those colleges whose enrollments are below or equal to 80% of the statewide median, the provision also tends to penalize those schools whose enrollments rise beyond the 80% criterion by eliminating the additional funds. Of the several alternatives discussed, a modification of the eligibility for size factor, which would allow schools to receive partial funding for 5 years beyond the year in which they exceed the 80% median, has gained the most support. The Board will be periodically updated on developments in the continued discussions.

Status of Chief Academic Officer Search

President Altieri said that the search for the Vice President of Academic Affairs has received about 60 applications thus far, with the anticipated number of applicants to reach 75. The caliber of the pool is excellent. The search committee consists of faculty, staff, and administrators. Spring Ward and Diane Weaver are joining the president in performing the initial screening of applications for first round discussions. A second screening will then narrow the field to those candidates selected for interviews.

Career Programs Building Update

Bushy Feight and Morin Architects submitted a revised drawing of the exterior of the Career Programs Building, incorporating the Board's suggestions for the use of brick, pre-cast concrete, and glass. The current design better blends with the exterior of the Learning Resource Center, and will continue to be perfected.

Monthly and Special Reports

Personnel Recommendations for June 2005 (ACTION)

Mr. Seger said that Richard Snyder was recommended for hire as full time credit faculty in Medical Assisting to replace Lisa Smith-Proffitt. Three part-time credit faculty, and one part time instructor for the Fall 2005 semester were recommended for hire. Three employees left the College.

Mr. Seger explained that approximately \$25,000 has been spent thus far in advertising in Pennsylvania, Maryland, Virginia, and West Virginia to recruit nursing faculty. Most applicants have a BSN or a Master's degree in health sciences, neither of which meets the Maryland State Board of Nursing's requirements for nursing faculty. Current offers to qualified candidates have been \$7,000 - \$8,000 lower in compensation than the candidates were willing to accept. Thus far the College has chosen not to adjust faculty salaries in specific programs in order to avoid internal conflict. To resolve the nursing faculty shortage, the Board suggested additional research and possible recommendations for Board action at a later meeting.

Ms. Christoffel moved to approve the personnel recommendations as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

Financial Report as of May 31, 2005 (ACTION)

Dean Barker reported that the total revenue for the reporting period was \$19.7 million or 98.2% of the projected budget, which was a 3.2% unfavorable variance compared to FY04. Total expenditures were \$16.5 million or 82% of the budget. There were no extraordinary expenditures to report. Total revenue over expenses was \$3.1 million. For Auxiliary Services, the Bookstore showed a loss of \$79,000. The Board expressed concern for the great difference compared to FY04's net gain of \$46,000 for the same reporting period. While it is believed most of this can be attributed to the way in which cost of goods sold is reported, Dean Barker said she will continue to research the possibility of adjusting the reporting process in order to eliminate this great variance. The Child Care Center showed a net gain of \$4,000, Food Service showed a loss of \$35,000, and the TIC showed a net gain of \$57,000, culminating in a net loss of \$53,000 for Auxiliary Services for the reporting period.

Mr. Alter moved to accept the financial report as of May 31, 2005 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Enrollment Report for Summer 2005 and Enrollment Projections for Fall 2005

Ms. Fisher discussed the Enrollment Report for Summer 2005. Enrollment was up 5.6% in total headcount and up 8.3% in total FTE. Transfers were down 12.4%, believed to be due primarily to the start date of the summer semester, which did not mesh well with high school graduation or the completion of most final exams at four year institutions. MCTC enrollments were down primarily due to changes that MCTC had made to the program. About 60%-65% of ESSENCE students attend HCC after their high school graduation, and the remaining students attend another college. ESSENCE students' college attendance following graduation is nearly 100%. ESSENCE II, which encompasses Franklin County, Pennsylvania students, will begin in Fall 2005. The number of applications were down slightly, but the conversion rate had increased. In addressing the demographics, Ms. Fisher said that females outnumbered the males for both the summer 2005 semester and the fall 2005 semester projections, which is typical at other colleges across the country.

Old Business

FY06 Plan and Budget (ACTION)

Dean Barker discussed some of the highlights of the proposed plan and budget for FY06. She said that the narrative had not changed significantly from previous drafts the Board had reviewed. She reported that the general fund revenue was \$22 million, which was a 9% increase over the FY05 budget. Grant/Restricted Funds were \$623,000, and the total projected revenue for Auxiliary Services was \$2.4 million. For future budgets, the Board requested an easier way to track the narrative to the budget figures.

Mr. Alter moved to approve the FY06 Plan and Budget as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

FY06 Employee Place in Range Salary Adjustment (PIRSA) (ACTION)

Dr. Dahbura moved to approve the Place in Range Salary Adjustment (PIRSA) as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

FY06 Employee Salary Adjustments for Promotions and Reclassifications (ACTION)

Mr. Alter moved to approve the FY06 salary adjustments for promotions and reclassifications as submitted. Ms. Christoffel seconded, and the motion carried by unanimous vote.

FY06 Pay Rate Schedule for Temporary and Grant Funded Positions and Additional Assignments (ACTION)

Dr. Dahbura moved to approve the FY06 pay rate schedule for temporary and grant funded positions and additional assignments as submitted. Ms. Hetzer seconded, and the motion carried by unanimous vote.

Finalize Board Meeting Dates for FY06 (ACTION)

It was suggested that it might be advantageous to meet with the delegation earlier than the proposed November date. Others felt that since most of the College's political influence is gained through the County Commissioners, the timing of the meeting with the delegation is less critical. Also, the MACC legislative agenda, which the College supports, would not be finalized prior to November.

Mr. Alter moved to approve the Board meeting dates for FY06 as submitted. Dr. Dahbura seconded, and the motion carried by unanimous vote.

FY06 Revised Academic Calendar (ACTION)

Dr. Dahbura moved to approve the revised academic calendar for FY06 as submitted. Mr. Alter seconded, and the motion carried by unanimous vote.

New Business

Board Re-organization for FY06

In accordance with Article IV of the Constitution and By-laws, Chair Elliott turned the meeting over to President Altieri to conduct an election for the office of chair for FY06. Mr. Elliott was the sole nomination. Mr. Alter moved to close the nominations. Ms. Christoffel seconded, and Mr. Elliott was elected by unanimous vote.

Mr. Elliott resumed chairmanship of the meeting. Dr. Dahbura was nominated to serve as Vice-chair, and was the sole nomination. Mr. Alter moved to closed the nominations. Ms. Hetzer seconded, and Dr. Dahbura was elected Vice-chair by unanimous vote.

Chair Elliott added that the Board acknowledges that President Altieri will serve as Secretary/Treasurer in accordance with Section 16-202 under Subtitle 2 of Title 16 Community College; Division III – Higher Education of the Education Article of the Annotated Code of Maryland.

Chair Elliott applauded President Altieri and the College faculty and staff for all their hard work.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 2:21 PM.

The next regularly scheduled meeting will be held on Tuesday, September 20, 2005, in the Administration and Student Affairs Board Room. The regular meeting will be preceded by an Audit Committee Meeting at 11:00 AM in the College Center.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr